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MEMORANDUM FOR: General Counsel

Director of Communications
Comptroller
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant
Chief, Project Administrative Planning Staff

SUBJECT : Supergrade Ceiling

1. At the 12 October 1955 Deputy Director (Support) Staff Meeting I discussed the status of Supergrade ceiling deliberations and my recommendation to the Supergrade Review Board that each Deputy Director undertake a study of all present and projected Supergrade positions preparatory to submission of a conclusive Supergrade report to the Director. Pursuant to my recommendation to the Board, I am now in the process of developing the Supergrade ceiling proposal for the DD/S area and request your prompt assistance.

2. At this time, I would like to have each office and staff head provide me with a roster of all presently approved and recommended Supergrade positions for his office or staff which he believes are justified at the Supergrade level. This roster should include all Supergrade positions within the Career Service jurisdiction of the office or staff. It also should include a recommendation for the proposed grade level for each position as well as a ranking of the positions in the order of relative responsibility, importance and difficulty. (Ranking of more than one position at the same level may be in order.) Each Supergrade position on the office or staff roster should be accompanied by a brief justification. Attached is a copy of the half-sheet form on which I would like to have these justifications submitted.

3. I will appreciate receiving the information requested no later than 6 December. If there are any questions concerning this matter, [redacted] of my staff will be glad to assist you.

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L. K. WHITE
Deputy Director
(Support)